

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: October 19, 2018 Closing Date: October 29, 2018

**ADMINISTRATIVE SPECIALIST II (Pay Grade 8)
Victim's Compensation Assistance Program (VCAP)
Executive Offices, New Castle County at 900 King Street, Suite 4**

Job Responsibilities and Duties:

This Administrative Specialist II provides administrative support to the Director of the Victims' Compensation Assistance Program ("VCAP"), the Investigators and Fiscal Support Services Administrator of VCAP. This Administrative Specialist will have primary responsibility for the creation of payment vouchers and processing of claims payments in the First State Financial accounting system. This Administrative Specialist will also serve as back up to the administrative duties of the Administrative Specialist III position, covering reception, when needed. Backup responsibilities would include answering the phones and inputting applications into the customized VCAP database.

Minimum Qualifications:

- One year of experience providing over-the phone customer service.
- One year experience in document processing which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures, resolve deficiencies, interpret information, and track and monitor activities.
- One year experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
- One year experience in using standard computer software programs for word processing, spreadsheets or databases.
- Knowledge of state resources available for information and referrals.
- Must be detail-oriented, well organized, and proficient in Microsoft Word.
- Must be proficient and accurate in data entry.
- Must have the ability to interact professionally with members of the public.
- Must maintain a productive working relationship with other VCAP team members.
- Prefer experience with State of Delaware accounting procedures and First State Financials.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.